

Greenwood Advisory Plan Commission

Rules of Procedure

Table of Contents

ARTICLE 1 - JURISDICTION AND AUTHORITY	2	ARTICLE 7 - OFFICERS, COMMISSION RECORDS	6
1.01 - I.C. 36-7-4-100 et. seq. (Burns Annotated Code)	2	7.01 - Officers of the Commission	6
1.02 - Plan Commission Authority	2	7.02 - Presiding Officer to Decide Points of Order	6
1.03 - Authority Delegated to Staff	2	7.03 - Minutes, Records Public Records	6
1.04 - Staff's Right of Referral	2	7.04 - Recorded Vote	6
		7.05 - Agendas	6
ARTICLE 2 - PUBLIC HEARINGS	2	ARTICLE 8 - AMENDMENTS	7
2.01 - Time and Place of Public Hearings	2	8.01 - Amendment of Rules of Procedure	7
2.02 - Hearings Open to Public	2	8.02 - Suspension of Rules of Procedure	7
2.03 - Quorum	2		
2.04 - Indecisive Vote	2	ARTICLE 9 – WRITTEN COMMITMENTS	7
2.05 - Continuance	2	9.01 – Requirements for Written Commitments	7
2.06 - Time Allowed and Procedure for Hearing of Cases	3	9.02 – Recording	7
2.07 - Orderly Conduct Required	3	9.03 – Binding Effect	7
2.08 - Any Party May Appear in Person, By Agent or By Attorney	3	9.04 – Effective Date of Commitment	8
2.09 - Contacting any Commission Member Regarding Pending Case Prohibited	3	9.05 – Commitment Running With the Land	8
2.10 - No Decision or Finding Unless based Upon Facts in Permanent Records	3	9.06 – Enforcement	8
2.11 - Disqualification by Commission Members in Case of Pecuniary or Financial Interest, or if Close enough to receive notice	4	9.07 – Modification and Termination	8
2.12 - Record of Hearing	4	9.08 – Public Notice	8
		9.10 - Voided by Zoning Change	9
ARTICLE 3 - FILING OF CASES	4	ARTICLE 10 – SUPPLEMENTAL RULES - SUBDIVISION PLAT APPROVALS	9
3.01 - Filing Required Prior to Hearing	4	10.01 – Prescribed Form	9
3.02 - Attendance at Hearing Required	4	10.02 – Primary Approval	9
3.03 - Filing on Commission Forms	4	10.03 – Expiration of Primary Approval	9
3.04 - Filing Fee	4	10.04 – Secondary Approval	9
		10.05 – Expiration of Secondary Approval	9
ARTICLE 4 - PUBLIC NOTICE	4	10.06 – Designated Official	9
4.01 - Notice Requirements	4	10.07 – Expiration of Approval – Site Development Plan ...	9
ARTICLE 5 - DOCKETING OF CASES	5	ARTICLE 11 – SHOW MODELS AND TEMPORARY SALES OFFICES	10
5.01 - Docketing of Cases.	5		
5.02 - Order of Hearing Cases	5	ARTICLE 12 ADMINISTRATIVE SITE DEVELOPMENT PLAN APPROVAL	11
5.03 - Cases Docketed For Each Commission Hearing to be Limited to a Reasonable Number	6	12.01 – Delegation of Authority to Approve Site Development Plans to the Planning Director	11
ARTICLE 6 - DISPOSITION OF CASES	6	ARTICLE 13 ADOPTION & AMENDMENT HISTORY	11
6.01 - The Plan Commission may dismiss a case for want of prosecution or for lack of jurisdiction.	6		
6.02 - Withdrawal of Petitions	6		
6.03 - Adverse Decision	6		

ARTICLE 1 - JURISDICTION AND AUTHORITY

1.01 - I.C. 36-7-4-100 et. seq. (Burns Annotated Code)

1.02 - Plan Commission Authority

The authority to review, approve and grant the petitions and permits listed in Article 9, Section 10-129, of the Greenwood Zoning Ordinance (Section 10-129 of the Greenwood Municipal Code) shall rest with the Greenwood Plan Commission. The Plan Commission may, at its discretion, delegate such authority to the Director of Planning and Zoning and/or the Building Commissioner.

1.03 - Authority Delegated to Staff

The Plan Commission hereby delegates to the Director of Planning and Zoning and/or the Building Commissioner, the authority to review and approve (or disapprove) plans and specifications and to grant improvement location permits (building permits).

1.04 - Staff's Right of Referral

The Director of Planning and Zoning and/or the Building Commissioner may, at their discretion, refer applicants for improvement location permits to the full Plan Commission for review and approval.

ARTICLE 2 - PUBLIC HEARINGS

2.01 - Time and Place of Public Hearings

A. Regular sessions designated as public hearings of the Plan Commission shall be held on the second (2nd) and fourth (4th) Mondays of each month, at 7:30 p.m. or immediately following the BZA meeting, whichever is later, in the City Building, Greenwood, Indiana. If said date falls on a City recognized holiday, then such meeting shall be held on the following Wednesday at the same time and place.

B. At least 48 hours in advance, the Director shall send notice to all members and to all press making notification requests a written notice of a special meeting fixing the time and place of the meeting.

C. Written notice of a special meeting is not required if: 1) the date, time, and place of a special meeting are fixed in a regular meeting; and 2) all members of the Commission are present at that regular meeting.

D. The Director shall cause to be published the annual meeting schedule as adopted by the Plan Commission.

2.02 - Hearings Open to Public

Exempting executive sessions as permitted by law, all regular and special meetings of the Commission shall be open to the public in compliance with the Indiana Open Door Law (I.C. 5-14-1-1.5-1 et. seq.)

2.03 - Quorum

A. A majority of members of the commission shall constitute a quorum. No action of the commission is official, however, unless concurred in by a majority of the full commission.

B. The president shall be a voting member of all matters coming before the Commission.

C. Tie Votes - Whenever the vote of the commission results in a tie on any petition, application, or other matter the commission may resolve the tie by either (1) a motion to reconsider and re-vote; or (2) re-docket the matter for the next meeting.

2.04 - Indecisive Vote

In any case where a vote of the Commission does not result in official action of the Commission, as set forth in Section 2.03 above, the petition shall be automatically re-docketed and heard at the next regularly scheduled meeting of the Commission.

2.05 - Continuance

Requests by any interested party for continuance of any case may be filed in writing prior to, or at the beginning of, the Commission's hearings, and/

or made orally at the beginning of the hearing. The party requesting a continuance shall have the burden of showing good and sufficient cause therefor. It shall be within the discretion of the Commission to grant or deny requests for continuance. The Commission may, on its own motion at any time, continue the hearing of any case. No re-notification of interested property owners shall be required if a case is continued at a hearing for which proper notice was given by petitioner in compliance with the notice requirements of Article IV hereof, to a definite, specified hearing date of the Commission.

2.06 - Time Allowed and Procedure for Hearing of Cases

Petitioners and remonstrators, respectively, shall be permitted a total of 20 minutes, as follows, for the presentation of evidence, comments, and questions at the public hearing of every case by the Commission.

- A. Petitioners and persons appearing in support of the case being heard by the Commission shall first have 15 minutes for the presentation of evidence, comments, and questions in support of the matter being considered.
- B. Remonstrators and persons appearing in opposition to the case shall then have 15 minutes for the presentation of evidence, comments, and questions in opposition to the matter being considered.
- C. Petitioners and persons appearing in support of the case being heard by the Commission shall then have 5 minutes for rebuttal of remonstrator's evidence, comments, and questions, and for closing remarks.
- D. Remonstrators and persons appearing in opposition to the case being heard by the Plan Commission shall then have 5 minutes for closing remarks.
- E. The Chairman shall then call for questions and comments from members of the Commission.
- F. Following discussion by the Commission the Chairman shall then call for a motion on the case being heard.

The President, and in his absence or disability, the Vice-President or other member presiding, shall, unless otherwise directed by a majority of the Commission in session at the time, have authority to extend the periods specified above, where appropriate, in the interest of affording to all interested parties a fair hearing.

2.07 - Orderly Conduct Required

Every person appearing before the Commission shall abide by the order and direction of the Commission's presiding officer. Discourteous, disorderly, or contemptuous conduct shall be regarded as a breach of the privileges of the Commission and shall be dealt with as the Chairman deems fair and proper.

2.08 - Any Party May Appear in Person, By Agent or By Attorney

At hearings before the Commission, any party may appear in person, by agent or by attorney.

An attorney representing any party, petitioner or remonstrator may testify as to facts of which he has particular knowledge relating to the issues of the case, but in so testifying the attorney shall be subject to cross-examination, as are other witnesses.

2.09 - Contacting any Commission Member Regarding Pending Case Prohibited

No person, firm, corporation, public employee, or body politic shall contact any member of the Plan Commission, orally or in writing, in advance of public hearing, on a case then pending for decision by such Commission, for the purpose of attempting to influence any members decision.

Any such person, firm, corporation, public employee, or body politic may appear in person, by agent, or by attorney, at public hearing and submit evidence or present testimony germane to the issue in controversy where the opposing party is permitted to cross-examine and present rebuttal evidence and testimony.

2.10 - No Decision or Finding Unless based Upon Facts in Permanent Records

No decision or finding of the Commission shall be made unless it is based upon facts submitted at a hearing and made a part of the permanent record.

Provided, however, nothing herein contained shall deny the right of the commission members to inspect land involved in any petition to be heard by the Commission.

2.11 - Disqualification by Commission Members in Case of Pecuniary or Financial Interest, or if Close enough to receive notice

A member of the Commission who has some financial interest or owns property close enough to receive written notice in any case presented to the Commission shall disqualify himself insofar as the particular case is concerned, shall not sit as a member of the Commission during the hearing of the particular case, and shall not participate in the Commission's hearing, findings of fact, or decision in such case.

2.12 - Record of Hearing

A record shall be made of all hearings of the Commission, and shall remain on file with the Director. Copies of such record of any hearing may be ordered by any party, and cost thereof shall be paid by the party ordering such copy or copies.

ARTICLE 3 - FILING OF CASES

3.01 - Filing Required Prior to Hearing

All applications for approval of site development plans, primary subdivision plats, secondary subdivision plats, and mobile home park development plan, shall be filed in the required numbers, and in the required form, at least thirty-one (31) days prior to the hearing of such application.

All applications for recommendation of annexation petitions and zoning map change shall be filed in the required numbers, and in the required form, at least thirty-one (31) days prior to the hearing of such application.

All applications for adoption of ordinance or resolution text, or amendments thereto, shall be filed at least twenty-four (24) days prior to the hearing of such application.

All other applications and petitions to the Plan Commission not specifically addressed in these rules shall be filed at least fifteen (15) days prior to the meeting for which the petitioner wishes to be docketed.

3.02 - Attendance at Hearing Required

All applicants, petitioners, or designated representatives thereof, shall attend the public hearing in person to present the application or petition, to answer questions from the Commission, and to make rebuttal or answer questions to remonstrators.

3.03 - Filing on Commission Forms

Any communication purporting to be an application not on forms furnished by the Commission or not containing the information called for on said forms, shall be regarded as a mere notice of intention to file and shall be of no force or effect until it is made on and in the form required. All application forms, including the instructions therewith, are hereby declared to be a part of these written rules of procedure of the Plan Commission.

3.04 - Filing Fee

The petitioner shall pay the appropriate filing fee at the time of filing his petition to cover expenses of processing the petition. The amount of fees shall be in accordance with the "Official Fee Schedule" as adopted by the Common Council.

ARTICLE 4 - PUBLIC NOTICE

4.01 - Notice Requirements

Notice of petitions or cases to be heard by the Plan Commission shall be given to all interested parties or property owners in the following manner:

- A. Newspaper Ad. Notice by publication shall be given by the petitioner at least fifteen (15) days prior to the scheduled hearing, in the Commission's prescribed form, in two (2) newspapers published and of general circulation in Johnson County and in the City of

Filing Deadline and Public Notice Requirements				
Petition	Filing Deadline (days prior to hearing)	Public Notice		
		Newspaper Ad	Postmarked Written Notice	On-Site Sign
Ordinance Text Change	24 days	15 days	na	na
Amend or Terminate Written Commitments	31 days	30 days	30 days	30 days
Annexation	31 days	15 days	15 days	15 days
Plat Vacations	31 days	15 days	15 days	15 days
Primary Plat	31 days	15 days	15 days	15 days
Secondary Plat	31 days	na	na	na
Site Development Plan- mobile home park	31 days	15 days	15 days	na
Site Development Plan - all others	31 days	na	na	na
Zoning Map Change	31 days	15 days	15 days	15 days

Greenwood, and a proof of publication affidavit from the publisher shall be submitted at least three (3) days prior to the hearing.

- B. Certificate of Mailing. Written notice shall be given by the petitioner at least fifteen (15) days prior to the scheduled hearing in the Commission's prescribed form, by certificate of mailing post marked at least fifteen (15) days prior to the hearing. Receipts shall be submitted at least three (3) days prior to the hearing.
- C. General Requirements. Newspapers and written notice to interested parties by certificate of mailing shall be required as shown in the above table "Filing Deadline and Public Notice Requirements".
- D. Interested Parties. For the purpose of written notice by certificate of mailing, interested parties shall be defined as property owners within three hundred (300) feet or two (2) properties, whichever is greatest, in all directions from the property that is the subject of the petition.

Additionally, written notice shall be sent to owners of the properties that are the subject of the petition, unless said owners are the petitioner or have granted written consent for the petitioner in the Commission's prescribed form.
- E. On-Site Signage. Signs prescribed by the Plan Commission shall be displayed on-site giving notice to the general public of a pending petition and the hearing date thereof. Signs shall be used for the following types of petitions: annexation, zoning map change, primary subdivision plat, variance, special use exception.

One sign shall be required for each street frontage of the subject property. On-site signs shall be displayed for fifteen (15) continuous days prior to the public hearing date for which the petition is scheduled.

Petitioner shall be responsible for locating and fastening the sign in such a manner that good visibility is maintained for the motoring public to see and read the sign. Signs may be attached to a building wall or window or may be attached to poles or support structure in the yard of the property, so long as good visibility is obtained and maintained.

ARTICLE 5 - DOCKETING OF CASES

5.01 - Docketing of Cases.

Each case shall be filed in proper form, with the required date, numbered serially and placed on the docket by the Director of Planning and Zoning. The terms of the Commission being the calendar year the docket numbers shall begin anew on January 1st of each year, and shall be hyphenated with the number of the year and the initial indicating the character of the case.

5.02 - Order of Hearing Cases

On the date set for hearing, cases shall come before the Commission either in the regular order of their consecutive numbers, or grouped by similar petitions, as determined by the Director in setting the meeting agenda.

Provided, however, cases re-docketed following an indecisive vote of the Commission and cases continued from a previous hearing of the Commission

shall be heard at the beginning of the hearing, before the regularly docketed cases.

5.03 - Cases Docketed For Each Commission Hearing to be Limited to a Reasonable Number

In preparing the docket for each public hearing of the Commission the cases scheduled shall be limited to a reasonable number as determined by the Director of Planning and Zoning.

ARTICLE 6 - DISPOSITION OF CASES

6.01 - The Plan Commission may dismiss a case for want of prosecution or for lack of jurisdiction.

6.02 - Withdrawal of Petitions

- A. No petition may be withdrawn by the petitioner after a vote has been ordered by the President or chairperson presiding at the hearing.
- B. A petition which has been withdrawn by the petitioner shall not again be placed on the docket for consideration by the Commission within a period of ninety (90) days from the date of withdrawal, except upon a motion to permit re-docketing with the Commission, adopted by the unanimous vote of all members present at a regular or special meeting of the Commission.

6.03 - Adverse Decision

A petition for zoning map change, for annexation, or to amend or abolish written commitments which has been decided against a petitioner shall not again be placed on the docket for consideration by the Commission within a period of one (1) year from the date of the decision previously rendered, except upon the motion of a member adopted by a unanimous vote of all members present at a regular or special meeting thereof.

ARTICLE 7 - OFFICERS, COMMISSION RECORDS

7.01 - Officers of the Commission

Annually, at the first regular meeting of the Commission, a President and a Vice-President shall be selected from its members. The President shall preside at all meetings, and in his absence or disability the Vice-President shall preside.

In the absence of both the President and Vice-President, a chairperson shall be selected from the legal voting quorum present at the meeting.

The Director of Planning and Zoning shall serve as the official secretary and keeper of the records of the Planning Commission. A Recording Secretary may be used for keeping and transcribing minutes of regular or special meetings of the Commission.

7.02 - Presiding Officer to Decide Points of Order

The Presiding Officer, subject to these rules, shall decide all points of order of procedure, unless otherwise directed by a majority of the Commissioners in session at that time.

7.03 - Minutes, Records Public Records

The Commission shall keep minutes of its proceedings, investigations, and other official actions and in all cases heard by it, and shall record the vote on all actions taken. All minutes and records shall be filed in the office of the Director of Planning and Zoning and shall be public records.

7.04 - Recorded Vote

In all cases heard by the Commission, the Commission's vote shall be recorded in the minutes of the meeting.

7.05 - Agendas

- A. Preparation and Distribution. The Director of Planning and zoning shall be responsible for preparation and distribution of an agenda for each meeting of the Commission. Agendas shall be distributed prior to the hearing to mem-

bers of the Commission, legal counsel, and the press. Other interested or affected parties may request agendas.

- B. Open Door Law. In compliance with the Indiana Open Door Law, the Commission shall limit its official actions to those matters shown on the official agenda for any specific meeting.

Action on matters brought-up from the floor under new business or old business shall be subject to the discretion of the Commission and its legal counsel.

ARTICLE 8 - AMENDMENTS

8.01 - Amendment of Rules of Procedure

Amendment to these Rules of Procedure may be made by the Plan Commission only upon the affirmative vote of a majority of the full membership of the Commission.

8.02 - Suspension of Rules of Procedure

The suspension of any rule of procedure may be ordered at any meeting of the commission by unanimous vote of those members present.

ARTICLE 9 – WRITTEN COMMITMENTS

9.01 – Requirements for Written Commitments

- A. The Plan Commission may allow or require written commitments in connection with a petition for zone map change, petition for site development plan approval, or PUD district approval, pursuant to Article 18, Zoning Ordinance No. 82-1, as amended.
- B. Written commitments shall be prepared and executed in the form prescribed by the Plan Commission. When necessary, the prescribed form may be modified in order to conform to the type of commitment needed and not already provided for in the prescribed form. However, the basis of the prescribed form shall be used, with the content modified only as needed, to conform to the type of commitment permitted

or required. An otherwise modified form may be rejected by majority vote of the Plan Commission.

- C. Written commitments shall be recorded in the Office of the Johnson County Recorder, and as required in Section 9.02 below.

9.02 – Recording

- A. Commitments shall be recorded in the office of the Johnson County Recorder.
- B. The Plan Commission shall require the owner of the parcel giving a written commitment to either record the commitment or authorize the City of Greenwood to record the commitment at the owner's expense.
- C. Commitments in connection with development plans shall be recorded upon the granting of the approval. Commitments in connection with zone map changes or PUD district ordinances shall be recorded as soon as possible after approval by the Greenwood Common Council of the rezoning or PUD district ordinance. Such ordinance will not take effect until the commitment has been recorded.

9.03 – Binding Effect

- A. Unless modified or terminated as described below, a written commitment that is permitted or required by the Plan Commission is binding on:
 - (1) the owner of the parcel;
 - (2) a subsequent owner of the parcel; and
 - (3) a person who acquires an interest in the parcel.
- B. A written commitment that is permitted or required by the Plan Commission is binding on the owner of the parcel even if the commitment is unrecorded (see Recording); however, an unrecorded commitment is binding on a subsequent owner or other person acquiring an interest in the parcel only if that subsequent owner or other person has actual notice of the commitment.

9.04 – Effective Date of Commitment

A written commitment permitted or required by the Plan Commission in connection with a development plan shall take effect upon the approval of the development plan.

A written commitment for a zone map change or a PUD district ordinance shall take effect upon the later of the adoption of the rezoning or PUD district ordinance or the recording of the commitment. However, the rezoning ordinance will not become effective until the commitment has been recorded and all necessary legal requirements have been met.

9.05 – Commitment Running With the Land

A written commitment that is permitted or required by the Plan Commission shall be considered to run with the land and shall bind all subsequent owners to its terms and conditions and any subsequent modification thereto made pursuant to this instrument, statutes of the State of Indiana, or ordinance of the City of Greenwood.

9.06 – Enforcement

Written commitments permitted or required by the Plan Commission may be enforced jointly and severally by:

- A. The Greenwood Plan Commission; and
- B. Owners of all parcels of ground adjoining the real estate involved in the relevant commitment to a depth of 300 feet. The identity of such owners shall be determined from the records of the Office of the Johnson County Auditor which list the current owners of record. For purposes of this paragraph, the cutoff date for such determination shall be at twelve (12) o'clock noon on the date of filing for enforcement.

9.07 – Modification and Termination

A written commitment that is permitted or required by the Plan Commission may be modified or terminated only by a decision of the Plan Commission made at a public hearing after notice as provided by Section 9.08 below. The request for modi-

fication or termination may be initiated by the property owner or by the Plan Commission. The Plan Commission may approve or disapprove modification or termination to the extent allowed by applicable law.

When requesting amendment or termination of written commitments the petitioner shall have the burden to demonstrate that:

- (1) there is a legal reason why one or more of the commitments cannot be met;
- (2) there has been a change in the character or conditions of the subject property or of neighboring property; or
- (3) other reasons exist or have come about to justify the requested amendment or termination.

However, pursuant to I.C. 36-7-4-615(b), a commitment required or allowed for a rezoning or PUD district ordinance terminates if the zoning for the parcel changes in the future.

9.08 – Public Notice

When the Plan Commission is going to consider modification or termination of an existing written commitment, notice of a public hearing shall be given in the following manner:

- A. Newspaper. Notice by publication shall be given by the petitioner in two (2) newspapers of general circulation in the City of Greenwood, and shall be published at least thirty (30) days prior to the public hearing. A proof of publication affidavit from each publisher shall be submitted at least three (3) days prior to the hearing.
- B. Mail. Written notice of the public hearing shall also be given by the petitioner to all interested parties or property owners by certified return receipt mail post marked at least thirty (30) days prior to the hearing. For purposes of notice given under this Section, "interested parties or property owners" shall mean the owner(s) of the real estate giving the relevant commitment and the owners of all parcels of ground adjoining said real estate.

9.10 - Voided by Zoning Change

Existing written commitments are automatically voided by state statute if a zoning map change is adopted for the subject property by the Greenwood Common Council.

ARTICLE 10 – SUPPLEMENTAL RULES - SUBDIVISION PLAT APPROVALS

10.01 – Prescribed Form

Application for approval of plats and plans shall be filed in the form and numbers prescribed in the “Subdivision Application Kit” as adopted and amended by the plan commission. The “Subdivision Application Kit” is hereby declared to be a part of these supplemental rules of procedure.

10.02 – Primary Approval

Determination of an application for primary approval of plats and plans shall be made by written ballot cast at a duly advertised public hearing of the plan commission.

10.03 – Expiration of Primary Approval

Primary approval of plats and plans shall expire one (1) year from the date of plan commission approval unless either:

- (1) an application for secondary approval has been properly filed with the plan commission for any portion of the approved primary plat; or
- (2) an applicant has requested and the plan commission has expressly granted an extension of primary approval not to exceed a period of one (1) year.

10.04 – Secondary Approval

Determination of an application for secondary approval of plats and plans shall be delegated to the Director.

10.05 – Expiration of Secondary Approval

Secondary approval of plats and plans shall expire two (2) years from the date of approval by the Di-

rector or the Board of Public Works and Safety, whichever occurs last, unless either:

- (1) the plat has been fully executed and recorded in the office of the Johnson County Recorder; or
- (2) the applicant has requested and the Director has expressly granted an extension of secondary approval not to exceed a period of two (2) years.

10.06 – Designated Official

- A. Primary Approval. The President (or in his absence the Vice-President) shall be the “Designated Official” authorized by the Plan Commission to sign the primary plat Notice of Determination form at such time as the Plan Commission grants primary approval. The Planning Director shall attest the signature of the “Designated Official” on the primary approval form.
- B. Secondary Approval. The Greenwood Advisory Plan Commission, pursuant to I.C. 36-7-4-710, hereby delegates to the Director of Planning and Zoning the authority to grant secondary approval for subdivision plats and plans in compliance with Greenwood Subdivision Control Ordinance No. 02-12, as amended, and in compliance with Greenwood Zoning Ordinance No. 82-1, as amended. The Director shall place his/her signature on the plat as the Designated Official. The Recording Secretary for the commission shall attest the signature of the Director.

10.07 – Expiration of Approval – Site Development Plan

Approval of site development plans for commercial/industrial and multifamily housing development shall expire two (2) years from the date of approval by the Plan Commission, unless the applicant has requested and the Plan Commission has expressly granted an extension of the approval not to exceed a period of two (2) years.

ARTICLE 11 – SHOW MODELS AND TEMPORARY SALES OFFICES

A. Show Models – Residential.

- (1) Two permits shall be required initially. A standard improvement location (building) permit shall be required in order to construct the dwelling. A conditional model home permit shall be required in order to use the dwelling as a model home/sales office. The standard improvement location permit is a one-time permit. The conditional model home/sales office permit is valid for a period of one (1) year only, but may be renewed on an annual basis.
- (2) A model home/sales office shall not be used as a real estate sales office for properties located outside the boundaries of the primary plat of the subdivision in which it is located.
- (3) Use of a dwelling as a model home/sales office shall cease at such time as ninety-five (95%) percent of the lots within the boundaries of the primary plat have had dwellings built upon them.
- (4) Prior to issuance of a permit for a model home, one of the following conditions shall be met:
 - a. either stabilized access surface and stone base shall be in place for streets, and municipal water with fire hydrant in service shall be in place;
 - b. or applicant shall provide the city with written verification of indemnification/hold-harmless provision provided by the applicant's insurance coverage.
- (5) A show model shall not be occupied until the subdivision plat has been recorded.

B. Temporary Sales Offices – Residential or Non-Residential

- (1) A temporary sales office shall be a transportable (and removable) structure including, but not necessarily limited to, a manufactured home or modular building.
- (2) A temporary sales office shall serve as a temporary sales office only for buildings and lots sold within the subdivision in which it is located. A temporary sales office shall not be used as a real estate sales office for properties located outside the boundaries of the primary plat of the subdivision in which it is located.
- (3) The conditional permit for a temporary sales office in a residential subdivision shall be valid for a period of one year, and may be renewed at one-year intervals but shall cease within thirty (30) days of the date the final lot within the boundaries of the primary plat has been sold.
- (4) The conditional permit for a temporary sales office in a commercial or industrial subdivision shall be valid for a period of two years, and may be renewed at one-year intervals until such time as all lots within the boundaries of the primary plat have been either sold or built upon.

C. Authority Delegated to Staff. The Plan Commission hereby delegates authority to the Building Commissioner to issue permits for show models and temporary sales offices in accordance with Subdivision Control Ordinance No. 02-12, as amended, and in accordance with these written procedures.

D. Limited Number of Permits.

- (1) Within the boundaries of a primary plat of a residential subdivision there shall be a maximum of five (5) permits effective at any given time for show models and a maximum of one (1) temporary sales office.
- (2) Within the boundaries of a primary plat of a commercial or industrial subdivision there shall be a maximum of two (2) permits effective at any given time for a temporary sales office.

- (3) Developer shall approve in writing which builder or builders shall be granted show model permits.

ARTICLE 12 ADMINISTRATIVE SITE DEVELOPMENT PLAN APPROVAL

12.01 Delegation of Authority to Approve Site Development Plans to the Planning Director

A. Where a Site Development Plan meets all the requirements of the Zoning; Subdivision Control; and Stormwater, Drainage and Sediment Control Ordinances, then the Plan Commission delegates authority to approve said Site Development Plan to the Planning Director; however, this delegation shall not apply to:

- (1) Site Development Plans that require waivers, or
- (2) Site Development Plans that are within the Interstate 65 Overlay District, unless specifically permitted by the I-65 Overlay Committee.

ARTICLE 13 ADOPTION & AMENDMENT HISTORY

- Articles 1-9 adopted 26th day of July, 1999.
- Article 10 added by amendment the 23rd day of August, 1999.
- Article 12 – Delegation of Duties for Secondary Plats – added by amendment 1-24-00.
- Article 11 – Adoption – deleted by amendment July 28, 2003.
- Article 11 – Model Homes/Temp. Sales Offices – adopted by amendment July 28, 2003.
- Article 12 - Adoption and Amendment History - deleted by amendment March 12, 2007.

- Article 12 - Administrative Site Development Plan Approval - adopted by amendment March 12, 2007.
- Article 13 - Adoption and Amendment History - adopted by amendment March 12, 2007.